

**University of  
Northampton**

**Knowledge Exchange and  
Enterprise Administrator  
Job Description**



# **Job Title: Knowledge Exchange and Enterprise Administrator**

**Grade: 5**

**Responsible to: Head of Knowledge Exchange and Enterprise**

## **Overall Purpose**

This post will be responsible for assisting and supporting the Head of Knowledge Exchange and Enterprise and the wider team in the day-to-day operations of the University's knowledge exchange and enterprise projects. The post will entail the provision of assistance in record keeping, project management, data collection and reporting. The post will also support events and activities developed by the team.

## **Principal Duties and Responsibilities**

- Act as a first point of contact in relation to the internal or external enquires focussed on knowledge exchange and enterprise activities.
- Deal with enquiries from academics and professional staff relating to knowledge exchange and enterprise.
- Produce monthly activity reports and arrange team meetings as required.
- Liaise across departments and faculties to support the coordination of enterprise income generation activities.
- Support University processes for capturing and recording data about external relationships, partnerships, and projects.
- Contribute to a monthly Research and Enterprise e-bulletin including information, news, funding opportunities and events.
- Support the Head of Knowledge Exchange and Enterprise and the Dean of Research, Impact, and Innovation in HEIF and KEF and KEC related work.
- Organise events and workshops for the department. To include room/venue bookings and liaison with organisations, internal/external facilitators on event, catering and IT requirements.

- Support academic and professional staff hosting events related to knowledge exchange and enterprise– including promotional material and feedback.
- Provide financial administration (for example, processing purchase orders) for the team ensuring that budget codes and documents are prepared for audit purposes where necessary.
- Communicate effectively with academic and professional service staff to resolve queries in a timely manner.
- Disseminate HR, Health & Safety and Finance information to the relevant teams.
- Record sickness absence for team ensuring HR policies and procedures are adhered to.

## **Generic Duties and Responsibilities**

- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Head of Knowledge Exchange and Enterprise
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues.
- The post holder may be required to participate in Open Days, Welcome Weekend and other key University events that may be outside the working week.
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

# Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

| Criteria | Essential / Desirable | Assessment Methods |
|----------|-----------------------|--------------------|
|----------|-----------------------|--------------------|

## Qualifications

|   |  |           |             |
|---|--|-----------|-------------|
| 1 | Educated to A level/NVQ level 4 or equivalent with GCSE English Language and Maths at Grade C or equivalent. | Essential | Application |
| 2 | Good Honours Degree  | Desirable | Application |
| 3 | Evidence of Continuing Professional Development  | Desirable | Application |

## Skills, Knowledge and Experience

|    |   |           |                       |
|----|---|-----------|-----------------------|
| 4  | Administrative experience in a busy office environment  | Essential | Application Interview |
| 5  | Excellent verbal and written communication skills   | Essential | Application Interview |
| 6  | Experience of the Higher Education sector   | Desirable | Application           |
| 7  | Demonstrable experience of working with Information Technology (particularly Microsoft Word, Excel, and PowerPoint)             | Essential | Application Interview |
| 8  | Track record of achievement in establishing and maintaining successful relationships  | Desirable | Interview             |
| 9  | Excellent organisational and time management skills with attention to detail  | Essential | Interview             |
| 10 | Ability to research, analyse, summarise, and clearly present complex numerical and factual information for a range of audiences | Essential | Application Interview |
| 11 | Previous experience of using internal systems and databases   | Desirable | Interview             |

## Personal Qualities

|    |   |           |                       |
|----|---|-----------|-----------------------|
| 12 | Excellent communication (written and verbal) skills | Essential | Application Interview |
| 13 | Numerate and capable of manipulating statistical    | Essential | Application Interview |

|    |  |           |                          |
|----|--|-----------|--------------------------|
| 14 | Self-motivated and committed to excellence   | Essential | Application              |
| 15 | Ability to adapt to technological advances in the workplace                        | Desirable | Application              |
| 16 | Persuasion and negotiation skills  | Essential | Interview                |
| 17 | Committed to equality, diversity, and inclusion                                    | Essential | Interview                |
| 18 | Customer focussed and service-driven   | Essential | Application<br>Interview |
| 19 | Ability to work independently and as part of a small team                          | Essential | Application<br>Interview |
| 20 | Ability to undertake occasional travel and to work outside 'normal' business hours | Desirable | Interview                |